

Briarcliff Manor Recreation Department Adult Day Trip Registration Procedure

Day trips are open to adults age 60 and older. Registration are accepted on a first-come, first-served basis and must be submitted by the deadline date indicated on flyer. Senior residents have first preference.

Non-Resident Registrations: May be submitted as soon as they become available. Registration will be held until the deadline date, at which time if space if available, will be processed in the order in which they were received.

How to register: Online registration is **not** available for trips at this time. Registration may be mailed, dropped-off in person at the Recreation Office (9am-4pm) or use of the drop box outside the WJV Community Center, 3 Library Road. In person and use of drop box is helpful when nearing the deadline date.

Recreation Office Location: The Recreation Office is located in the same building as the Briarcliff Manor Public Library.

BMRD Drop Box: Located on wooden post in front of the building, near the WJV Community Center entrance. Please, no cash when utilizing the drop box.

Mailing address: Village of Briarcliff Manor Recreation Department 3 Library Road, Briarcliff Manor, NY 10510. This method of payment should only be used when payment is made by check or credit card.

Payment: Full payment must accompany registration; if you are paying by check, a separate check is required for each trip. **Checks payable to The Village of Briarcliff Manor.**

Separate check and registration form are needed when registering a friend. Must provide complete and correct information, incomplete registration will not be accepted.

Returned Checks: There is an additional charge of \$20 on all returned checks.

Credit Card Payments: The Village accepts Visa, MasterCard, Amex, and Discover and affiliated debit cards. Please note, you will be charged an additional 3% convenience fee for all credit transactions.

Refunds, the Village of Briarcliff Manor does not issue refunds unless a trip has been cancelled due to insufficient enrollment. There are **NO** refunds for senior trips after the deadline date has been reached unless you are able to fill your spot. We will call our wait list, if any, and make every effort to fill your reservation, in order to issue a refund. Please notify us as soon as possible, should you need to cancel.

All trips **depart & return** to the Briarcliff Youth Center at 5 Van Lu Van Road, with an additional pick-up and return stop at 345 North State Road for residents of the North Hill Apartments, unless noted otherwise.

Your safety and comfort are important to us. Trips require boarding buses, sometimes lengthy walking, climbing steps & standing. Some trips are not suitable for those with ambulatory limitations. If on-going assistance is required, it will be necessary for you to arrange for a companion/aide to attend the trip with you.

Still have questions: Please contact Stephanie Rossi, Senior Citizen Coordinator, at (914) 941-6560 or email srossi@briarcliffmanor.gov.

See a trip that interest you? **Don't wait**, submit your registration as soon as possible.